



ADMINISTRATION AND  
MANAGEMENT

**OFFICE OF THE SECRETARY OF DEFENSE**

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

April 5, 2011

**MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION**

**SUBJECT: Committee Charter Consultation – *Reserve Forces Policy Board***

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Reserve Forces Policy Board* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Board's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a horizontal line.

James D. Freeman II

Deputy Advisory Committee Management  
Officer for the Department of Defense

Attachments  
Proposed Charter

## CHARTER RESERVE FORCES POLICY BOARD

1. Committee's Official Designation: The committee shall be known as the Reserve Forces Policy Board (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provisions of 10 U.S.C. §§ 175 and 10301, the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), and 41 CFR § 102-3.50(a), established the Board.
3. Objectives and Scope of Activities: Under the provision of 10 U.S.C. § 113(c)(2), the Board shall provide to the Secretary of Defense, for transmittal to the President and the Congress, an annual report on the reserve programs of the Department of Defense and any other matters that the Board considers appropriate, as set out in (4) below.
4. Description of Duties: The Board shall provide the Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness) and the Assistant Secretary of Defense (Reserve Affairs), independent advice and recommendations on matters relating to the Reserve Components. The Board shall act on those matters referred to it by the Chairman and, in addition, on any matter raised by a member of the Board.

The Under Secretary of Defense (Personnel and Readiness) may act upon the Board's advice and recommendations.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense through the Under Secretary of Defense (Personnel and Readiness) and the Assistant Secretary of Defense (Reserve Affairs).
6. Support: The Department of Defense, through the office of the Under Secretary of Defense (Personnel and Readiness) shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating costs to include travel and contract support, is approximately \$1,056,870.00 and 6.39 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures.



In addition, the Designated Federal Officer is required to be in attendance at all Board and subcommittee meetings for the entire duration of the each and every meeting; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the entire duration of the committee or subcommittee meeting.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Board's chairperson, and the estimated number of Committee meetings is four per year.
10. Duration: Pursuant to 10 U.S.C. §§ 175 and 10301, the need for this advisory function is on a continuing basis. However, in compliance with the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), and 41 CFR § 102-3.50(a), it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or rescission of 10 U.S.C. §§ 175 and 10301. The board shall cease to operate two years from the date this charter is filed, unless the Secretary of Defense extends it.
12. Membership and Designation: The Board, pursuant to 10 U.S.C. § 10301(a), shall be composed of:
  - a. A civilian chairman appointed by the Secretary of Defense;
  - b. The Assistant Secretary of the Army for Manpower and Reserve Affairs, the Assistant Secretary of the Navy for Manpower and Reserve Affairs, and the Assistant Secretary of the Air Force for Manpower and Reserve Affairs;
  - c. An officer of the Regular Army designated by the Secretary of the Army;
  - d. An officer of the Regular Navy and an officer of the Regular Marine Corps each designated by the Secretary of the Navy;
  - e. An officer of the Regular Air Force designated by the Secretary of the Air Force;
  - f. Four reserve officers designated by the Secretary of Defense upon the recommendation of the Secretary of the Army, two of whom must be members of the Army National Guard of the United States, and two of whom must be members of the Army Reserve;
  - g. Four reserve officers designated by the Secretary of Defense upon the recommendation of the Secretary of the Navy, two of whom must be members of the Navy Reserve, and two of whom must be members of the Marine Corps Reserve;
  - h. Four reserve officers designated by the Secretary of Defense upon the recommendation of the Secretary of the Air Force, two of whom must be members of the Air National Guard of the United States, and two of whom must be members of the Air Force Reserve;
  - i. A reserve officer of the Army, Navy, Air Force, or Marine Corps who is a general officer or flag officer designated by the Chairman of the Board with the approval

of the Secretary of Defense, and who serves without vote as military adviser to the Chairman and as executive officer of the Board; and

- j. An officer of the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps serving in a position on the Joint Staff who is designated by the Chairman of the Joint Chiefs of Staff.

In addition to the aforementioned Board members, the Secretary of Homeland Security, whenever the U.S. Coast Guard is not operating as a service in the U.S. Navy, may designate two officers of the U.S. Coast Guard, Regular or Reserve, to serve as voting members of the Board.

Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees. The Secretary of Defense shall renew their appointments on an annual basis.

With the exception of travel and per diem for official travel, Board members shall serve without compensation.

The Assistant Secretaries of the Military Departments listed above are ex officio members and serve based upon their positions in the Department of Defense.

The regular government employees listed in subparagraphs f, g, h, and i are designated or appointed by the Secretary of Defense and shall be renewed on an annual basis.

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and other governing Federal regulations.

Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Board; nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

Subcommittee members, who are not Board members, shall be appointed in the same manner as the Board members. Such individuals, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees, whose appointments must be renewed on an annual basis. With the exception of



travel and per diem for official travel, subcommittee members shall serve without compensation.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date:

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